

SECRET

Approved For Release 2002/09/04 : CIA-RDP81B00879R001000120171-3

OKC 6107
COPY 7 of 8
10 NOV 1963

MEMORANDUM FOR: Chief, Support Division, OSA
ATTENTION: Chief, Personnel Branch, OSA
SUBJECT: Request for Personnel Action

1. This memorandum contains a recommendation as stated in Paragraph 2 below.

25X1A 2. It is recommended that [] GS-05, be
25X1A immediately promoted to the grade of GS-06. The position which []
[] is now filling is authorized a GS-06.

25X1A

3. Justification:

25X1A a. [] is responsible for the administrative management of the Oesart Branch, OD/OEA, in which capacity she has performed in an outstanding manner since her assignment in April of this year. Specifically, she is responsible for taking dictation, typing of memorandums, reports, studies, cables, directives, etc., and for the maintenance of files and correspondence control for the Oesart Branch. In addition, she interprets and implements appropriate administrative directives and procedures and performs numerous other administrative tasks.

25X1A b. [] has assumed her duties in a most cheerful manner and takes great pride in her work. She has shown an outstanding knowledge of administrative management and procedures and has constantly strived to produce superior work. Her pleasant personality, conduct and willingness to help others are exemplary. Her job performance and attitude are outstanding in every respect.

25X1A

DOCUMENT NO. 163
NO CHANGE IN CLASS.
1) DECLASSIFIED
CLASS. CHANGED TO: TS S
NEXT REVIEW DATE: 7/22
AUTH: HR 70-2
DATE: 16 Oct REVIEWER: 010956

CONCUR:

C/GSC/OD/OEA

25X1A

This document contains information

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Chief, Operations Division, OSA

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ONE GLDT

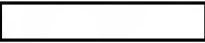
CONCUR:

25X1A



Deputy for Field Activities, OSA

25X1A

ONE/OD/OSA,  (26 Nov 63)

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